

**22. Unit Inspection Checklist**

Unit \_\_\_\_\_

Date \_\_\_\_\_

**A. Pre-Collection Procedures**

	YES	NO	
1.	2	0	Did the Commander or designated representative determine personnel to be tested?
2.	2	0	Did the Commander or designated representative select an adequate location for testing?
3.	2	0	Did the Commander or designated representative give the required Commander's briefing to all personnel selected for testing?
4.	2	0	<u>Did the UPL give the required UPL briefing to all personnel selected for testing?</u>
5.			Did the UPL properly brief the observers?
	1	0	a. Orally to include demonstration
	1	0	b. In writing and have them sign the Observer's Memorandum
6.	2	0	Is there an adequate holding area supervised by an NCO/Officer (E-5 or above)?
7.	2	0	Did the UPL select an adequate latrine(s)?
8.	2	0	Did the UPL inspect the latrine and remove all required items (bleach, cleansing powder, etc.)?
9.	2	0	Did the UPL, place the latrine off limits prior to the collection?

**B. Military Collection Procedure**

1.	2	0	Did the soldier provide his/her ID card to the UPL or other identification per local SOP?
2.	2	0	Did the soldier remove excess outer garments (BDU jacket, coats etc.)
3.			Did the UPL label the urine specimen bottles with:

- |   |   |   |
|---|---|---|
| 1 | 0 | a. Date YYYYMMDD  |
| 1 | 0 | b. Base Area Code   |
| 1 | 0 | c. Soldier's SSN from soldier's ID card or other identification per local SOP |
4. Did the UPL initiate and record the appropriate information on the DD Form 2624?
- |   |   |   |
|---|---|---|
| 1 | 0 | a. Block 1 of DD Form 2624 Submitting Unit                                  |
| 1 | 0 | b. Block 2 of DD Form 2624 Additional Service Information                   |
| 1 | 0 | c. Soldier's SSN (taken from ID card or other identification per local SOP) |
| 1 | 0 | d. Test Basis   |
| 1 | 0 | e. Test Information   |
| 1 | 0 | f. Collection Date  |
| 1 | 0 | g. Batch Number   |
| 1 | 0 | h. Base Area Code   |
| 1 | 0 | i. Unit Identification Code   |
5. Does the UPL maintain a urinalysis ledger documenting the following:
- |   |   |   |
|---|---|---|
| 1 | 0 | a. Soldier's Name   |
| 1 | 0 | b. Soldier's Signature  |
| 1 | 0 | c. Soldier's SSN (taken from ID card or other identification per local SOP)           |
| 1 | 0 | d. Date   |
| 1 | 0 | e. Specimen and Batch Number  |
| 1 | 0 | f. Name and Signature of Observer who is assigned to the soldier in 4.a. & 4.b. above |
| 1 | 0 | g. Soldier's Rank   |
| 1 | 0 | h. Test Basis   |
6. 2 0 Did the UPL record any unusual circumstances (i.e. no ID card, identification verified by 1SG, short sample etc.) in the remarks section of the unit ledger?
7. 2 0 Did the soldier verify the information on the bottle label, unit ledger and DD Form 2624 by initialing the bottle label?
8. 2 0 Did the UPL distribute the labeled bottle to the soldier in the presence of the observer?
9. 2 0 Did the observer walk behind the soldier to the latrine while

the soldier carried the specimen bottle above his/her shoulder?

10. 2 0 Did the observer direct the soldier to wash his/her hands with water only prior to providing a specimen?

11. 2 0 Did the observer directly observe the soldier urinating in the specimen bottle and place the cap on the bottle?

**OR**

When the optional wide mouth specimen collection container is used by the female soldier, did the observer directly observe the soldier urinating into the collection container and ensure that the urine was poured into the approved urine specimen bottle and tightly capped by the soldier providing the specimen?(Female Soldiers)

12. 2 0 Did the observer walk behind the soldier back to the UPL desk while the soldier carried the specimen bottle above his/her shoulder?

13. 2 0 Did the observer and the soldier maintain visual contact of the specimen bottle until it was sealed with tamper evident tape and initialed by the UPL?

14. 2 0 Did the UPL seal the specimen bottle with tamper evident tape as one continuous piece that touched the bottle label on both sides in the presence of the soldier?

15. 2 0 Did the UPL initial the bottle label ensuring the specimen was acceptable and acknowledging receipt of the specimen in the presence of the soldier?

16. 2 0 Did the observer sign the unit ledger in front of both the UPL and soldier verifying he/she complied with the collection process and directly observed the soldier provide the specimen?

17. 2 0 Did the soldier sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine specimen and observed the specimen being sealed with tamper evident tape and placed in the collection box?

18. 2 0 Did UPL return ID card and release soldier from testing?

19. Did the UPL perform a quality control check of the specimen bottles, unit ledgers and the DD Forms 2624?

- |   |   |  |
|---|---|--|
| 1 | 0 | a. By verifying that the SSNs on the specimen bottle, DD Form 2624, and Unit Ledger match? |
| 1 | 0 | b. Verifying that each specimen bottle contains two sets of initials?                      |
| 1 | 0 | c. That the tamper evident tape is properly applied and intact?                            |

### C. Additional Collection Requirements

- |     |   |   |
|-----|---|---|
| 1.  |   | Were all required SOPs available at the site?   |
| 1   | 0 | a. Current, SJA approved Installation Collection SOP. Approved date _____   |
| 1   | 0 | b. Current Unit SOP or policy letter signed by the current commander  |
| 1   | 0 | c. Installation/Corps/MACOM policy letters/regulations  |
| 2.  | 2 | 0 Did the unit SOPs state how the random selection was performed?   |
| 3.  | 2 | 0 Did the unit SOPs provide guidance for collection of specimens from personnel not available for testing?                      |
| 4.  | 2 | 0 Did the observer(s) ensure that at no time he/she took custody of specimen?   |
| 5.  | 2 | 0 Did the UPL wear disposable rubber gloves on both hands at all times?   |
| 6.  | 2 | 0 Did the UPL ensure that NO eating, drinking, smoking, applying cosmetics, or chewing tobacco occurred in the collection area? |
| 7.  | 2 | 0 Did the UPL/observer clean up the area with a disinfectant after the collection?  |
| 8.  | 3 | 0 Was the unit incorporating "Smart Testing"?   |
| 9.  | 3 | 0 <u>Is the unit Rehabilitation (RO) testing compliance above 70%?</u>  |
| 10. | 3 | 0 <u>Is the unit void rate below 3%?</u>  |

11. 3 0 Does the unit container for temporary storage of urine specimens meet the minimum security requirements established by AR 600-85?
12. 2 0 Is the unit conducting alcohol testing at least twice per year?

The Following tasks are considered critical and failure to comply will result in a collection procedure score of **ZERO** which results in a RED rating:

1. Giving the soldier an unlabeled bottle to take to the latrine.
2. Performing collections without observers.

<b>Pre-Collection Procedures Total</b>	_____ / 18	<b><u>Rating</u></b>
<b>Collection Procedure Total</b>	_____ / 53	<b>85 - 100 (Green)</b>
<b>Additional Requirements Total</b>	_____ / 29	<b>70 - 84 (Amber)</b>
		<b>0 - 69 (Red)</b>
<b>Total:</b>	_____	